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ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to introduce the benefits and purposes of student clubs and to stimulate student interest in forming and participating in their own COE club. Each unit will probably require more than a single period of instruction. Instructor materials include performance objectives (unit and specific objectives), suggested activities for teacher and students, supplemental activities, a list of instructional materials included in the unit and additional references, information topic sheets, a key to the unit review, and transparency masters. Contents of the package of student materials are unit objectives, information topic sheets (one sheet for each topic covered in the unit), assignment sheets for each information topic, and a unit review. This unit provides material on three information topics: benefits of belonging to student clubs, purposes of student clubs, and starting a student club. (YLB)

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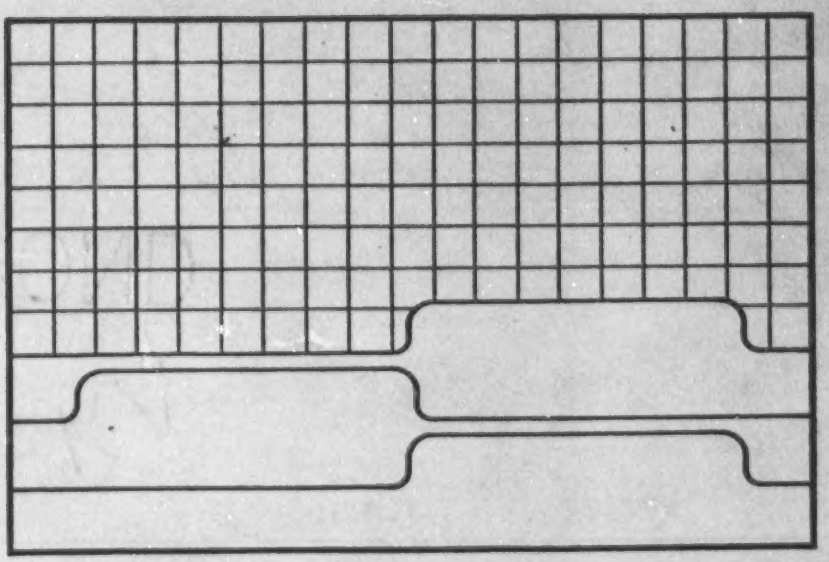
Cooperative Occupational Education

Instructor Material

and Student Material

Unit 2
Student Clubs



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INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION A - INTRODUCTION ~~TO COE~~ Cooperative Occupational Education

UNIT - 2: STUDENT CLUBS

UNIT OBJECTIVES

To introduce the benefits and purposes of student clubs and stimulate student interest in forming and participating in their own COE club.

SPECIFIC OBJECTIVES

1. Identify six benefits of student clubs.
2. Recognize four purposes of student clubs.
3. List five steps in starting a student club.

STUDENT CLUBS

UNIT 2

SUGGESTED ACTIVITIES

I. Instructor

A. Prepare transparencies (TM 2-1, TM 2-2).

B. Discuss objectives.

C. Discuss Information Topics (IT 2-1, IT 2-2, IT 2-3).

D. Review Assignment Sheets (AS 2-1, AS 2-2, AS 2-3).

E. Optional Activities

1. Contact coordinators of Vocational Youth Clubs (if available in your school) and invite them to talk to the students about their club.

a) DECA

b) VICA

c) FFA

d) FHA/HERO

e) FBLA

2. If students are interested, form a local COE club.

3. Have students plan, organize and participate in a community project.

F. Administer unit and evaluate unit review.

II. Student

A. Read and discuss unit objectives.

B. Read and discuss Information Topics.

C. Complete Assignment Sheets.

D. Review Assignment Sheets.

E. Complete unit review.

INSTRUCTIONAL MATERIALS

I. Included in this unit

A. Objective sheet

B. Information Topic sheets

1. IT 2-1: What You Should Know About: Benefits of Belonging to Student Clubs

2. IT 2-2: What You Should Know About: Purposes of Student Clubs

3. IT 2-3: What You Should Know About: Starting a Student Club

C. Transparency masters

1. TM 2-1: Purposes of Student Clubs

2. TM 2-2: Starting a Student Club

D. Assignment Sheets

1. AS 2-1: What You Have Learned About: Benefits of Belonging to Student Clubs

2. AS 2-2: What You Have Learned About: Purposes of Student Clubs

3. AS 2-3: What You Have Learned About: Starting a Student Club

E. Unit review and key

II. References

A. Binkley, H. and C. Hammond. Experience Programs for Learning Vocations for Agriculture. Danville, IL: Interstate Printers and Publishers, Inc., 1970.

B. Career Exploration in Marketing and Distribution. Belmont, MA: Contract Research Corp.

C. Cooperative Industrial and Cooperative Distributive Education. Jefferson City, MO: State Department of Education, Division of Public Schools, 1972.

D. DECA Manual. Columbia, MO: Instructional Materials Laboratory, Unversity of Missouri-Columbia, 1975.

E. Mason, R. and P. G. Haines. Cooperative Occupational Education. Danville, IL: Interstate Printers and Publishers, Inc., 1965.

F. Miller, W. R., M. E. Maddox, and L. B. Smith. Exploring Careers in Industry. Bloomington, IN: McKnight Publishing, Co., 1975.

G. Riley, C. Leadership Development: A Training Guide for DECA Chapter Advisors. Bowling Green, KY: Western Kentucky University.

H. Roberts, R. W. Vocational and Practical Arts Education. New York: Harper and Row Publishers, Inc., 1965.

I. Terrass, J. J. and C. H. Comfort. Teaching Occupational Home Economics. Peoria, IL: Charles A. Bennet Co., 1979.

J. DECA is for Everyone. National Education Media, Inc., 1970. (motion picture)

K. MDE: A World of Opportunities. The Leadership Development Institute, 1982, (slides)

L. VICA - Going Places. Vocational Industrial Clubs of America, 1973. (motion picture)

STUDENT CLUBS

UNIT 2

I. Benefits of Belonging to Student Clubs (IT 2-1) (AS 2-1) (TM 2-1)

A. Participation in related student clubs can enhance the instructional program.

B. Membership in a COE club can complement classroom instruction and on-the-job training.

C. Student clubs can help satisfy students' need to identify with a group and improve their feeling of self worth.

D. Club participation helps develop social skills.

E. Clubs develop abilities in leadership, cooperation, competition, and the ability to follow a leader.

F. Club membership and participation can be a valuable learning experience.

II. Purposes of Student Clubs (IT 2-2) (AS 2-2) (TM 2-2)

A. There are a variety of student clubs but their purposes are basically the same.

B. Student clubs strive to develop students' understanding of and appreciation for work.

1. Vocational youth clubs like DECA, VICA and FFA coordinate club activities, work experience and related classroom experience to foster the work ethic.

C. Active participation in community affairs develops club members' civic awareness and citizenship.

D. Clubs stress leadership development, the ability to follow a leader, and cooperation.

E. Participation in club activities develops important social skills.

II. Starting a Student Club

A. The class instructor should assume the role of club advisor.

B. A Nominating Committee should be formed to select a slate of candidates for club offices.

C. Formal elections should be held and the students should elect their own officers.

D. Standing committees should be appointed. These will depend on the types of activities the club wants to focus on. All students should serve on a committee.

E. Participate in club business. Participation can insure the success of the club.

STUDENT CLUBS

UNIT 2

KEY TO UNIT REVIEW

A. 1, 4, 6, 7, 9, 10

B. 2, 4, 5, 8

C.
1. Advisor
2. Nominating Committee
3. Elect
4. Committees
5. Committee Members

Purposes of Student Clubs

Learn About Work

- Listen to business leaders
- Visit businesses and observe workers

Develop Good Citizenship

- Attend community organization meetings
- Work on community projects

Develop Leadership Ability

- Plan and organize club activities
- Talk to and work with club members

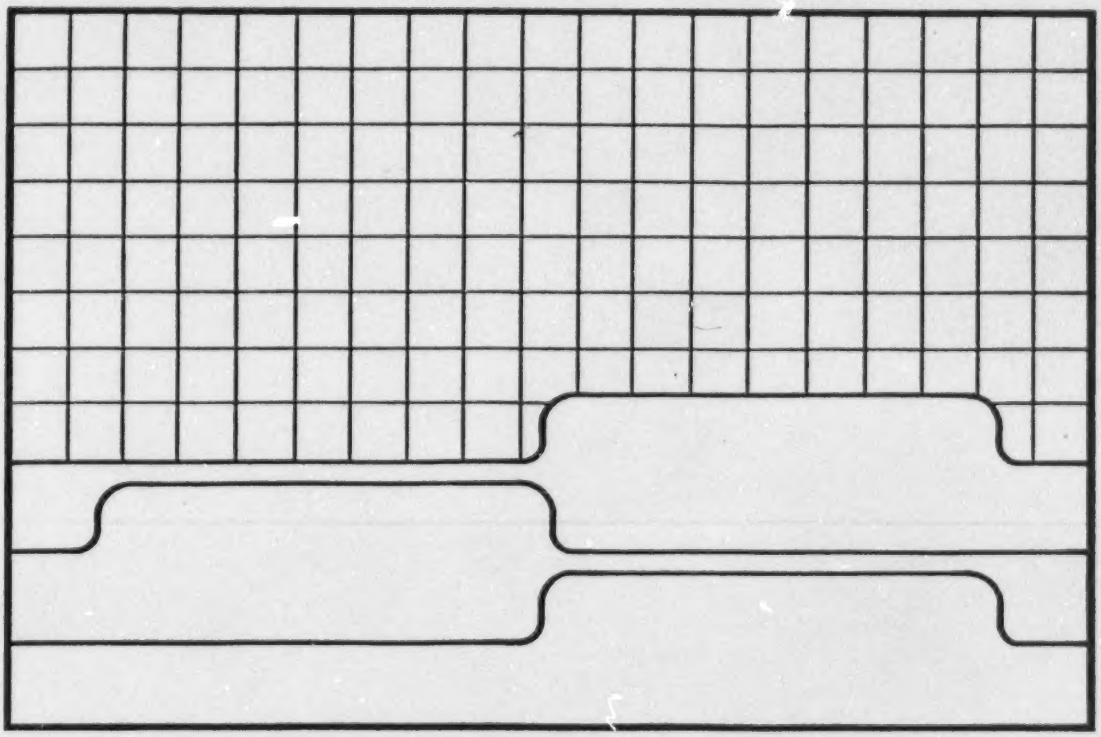
Develop Social Skills

- Participate in Activities
- Meet people with similar interests

Starting a Student Club

- Choose Advisor
- Appoint Nominating Committee
- Elect Officers
- Set Up Committees
- Begin Club Business

Unit 2
Student Clubs



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Student Clubs

After completing this unit, you will be able to:

- Identify six benefits of belonging to student clubs.
- Recognize four purposes of student clubs.
- List five steps in starting a student club.

Introduction

This unit will introduce you to student clubs. Learning about clubs and their benefits may encourage you to form a student club.

What You Should Know About
Benefits of Belonging to Student Clubs

We all need to have feeling of belonging. We don't like to feel we are alone.

We also need to feel that we have personal worth, that we are valuable to other people. We want people to like us and share ideas with us.

Membership in a student club is a good way to satisfy these needs. A club is a group of people who meet together for some special purpose.

Being in a club is one way to do things with and for other people.

Doing things with and for others can make you feel good about yourself. Your "team spirit" often carries over into your work and personal life.

Being active in a student club gives you a chance to develop your skill in getting along with others.

Clubs give you a chance to develop and show your abilities. You may find that you are able to do things that you never thought possible.

Clubs also give you a chance to learn more about things you are interested in. This is one reason why you might join a certain club.

What You Have Learned About **Benefits of Student Clubs**

A. Put an X in front of the examples of benefits of belonging to clubs.

___ 1. Learn more about the things you are interested in

___ 2. Have an opportunity to travel

___ 3. Develop a good feeling about yourself

___ 4. Improve your feeling of self worth

___ 5. Develop a feeling of belonging

___ 6. Develop your abilities

___ 7. Earn money

___ 8. Do things with and for others

___ 9. Improve your skill in getting along with others

___10. Win prizes

B. List two clubs you would like to join and tell why. To do this, find out what clubs your school and community offer.

1. _____

_____

_____

2. _____

_____

_____

What You Should Know About
Purposes of Student Clubs

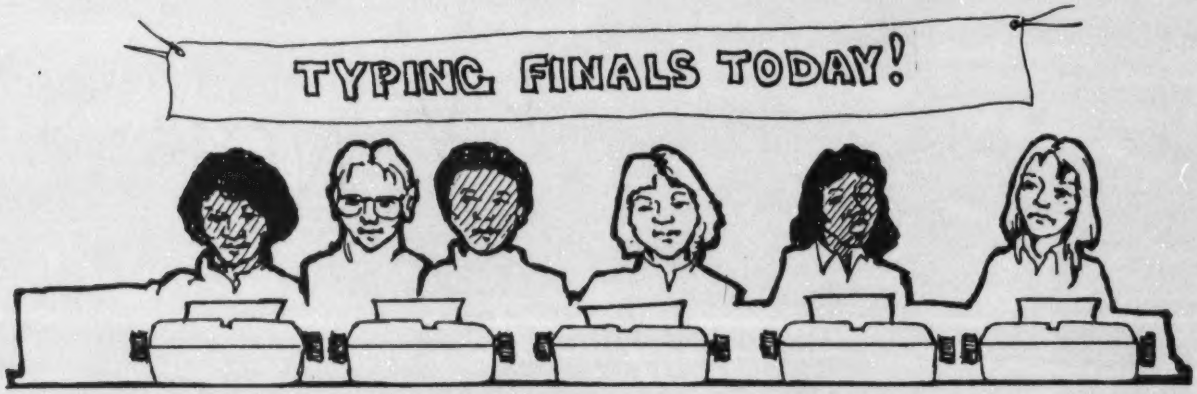
Even though there are different student clubs, their purposes are the same.

PURPOSE 1 - LEARN ABOUT WORK

Clubs invite successful people in their occupational area to speak about their careers or to describe their jobs.

Field trips enable club members to observe and talk to people at work. Members can see what workers do and discuss what they had to do to become skillful at their occupation.

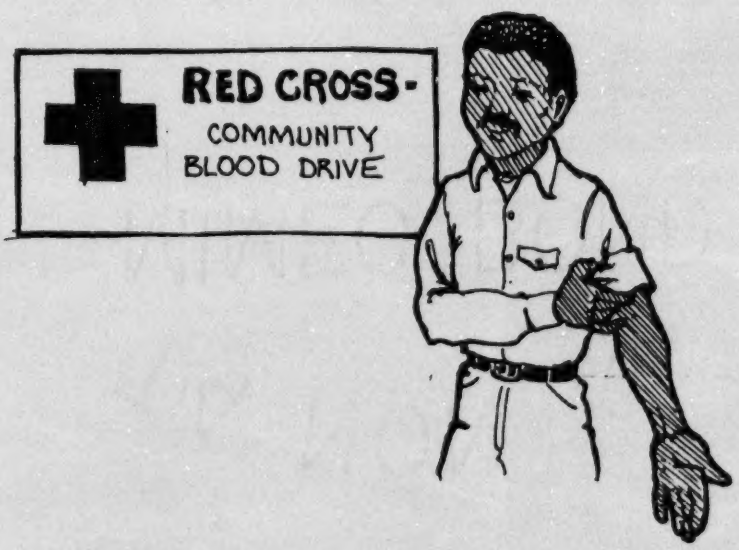
Clubs also sponsor competitive activities. These activities give members an opportunity to compare the skills they have developed with the skills of members in other groups.



PURPOSE 2 - DEVELOP GOOD CITIZENSHIP

Clubs want their members to be good citizens. Good citizens are concerned about and involved in their community.

Clubs involve their members in activities that enable them to observe and study their community. The club can meet and talk with business, government and social service agency leaders about community needs.



Community projects are also activities that student clubs engage in. These activities improve the community and help the citizens in some way.

Club members are able to attend meetings of professional and service organizations in the community to either learn about the organization or to inform the organization about youth clubs.

PURPOSE 3 - DEVELOP LEADERSHIP ABILITY

A leader is a person whom others look up to and follow. A leader has the ability to work with people, communicate well, and listen to the opinions of others. A leader learns all the facts before making a decision.

Student clubs can help develop leadership abilities by allowing members to plan and organize club activities.

You can develop the ability to work with people by working with other members on a committee.

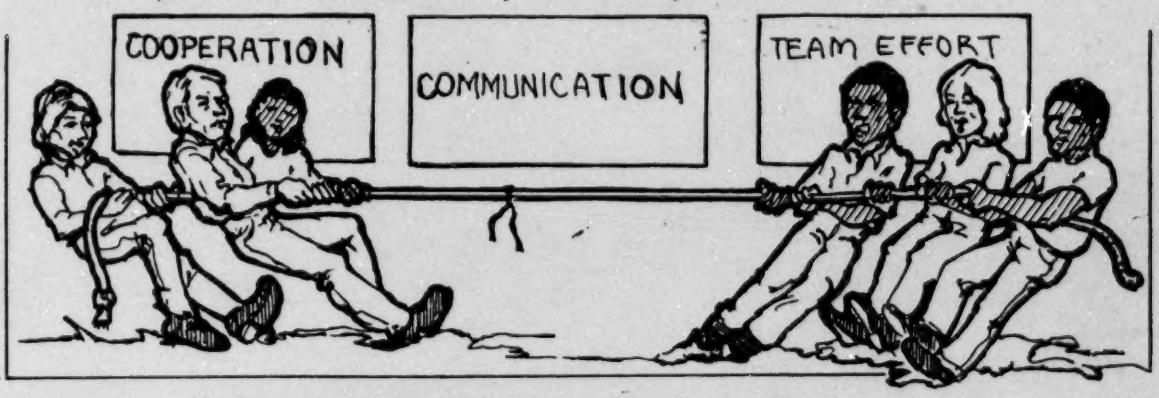
Membership on a committee also improves your ability to communicate. You will have an opportunity to express your opinions and listen to the opinions of others.

IT'S 4:30, LET'S QUIT!
IF WE PICK UP THOSE CANS OVER THERE THEN WE'LL BE FINISHED!
VOCATIONAL YOUTH CLUBS
COMMUNITY CLEAN-UP PROJECT

Leaders make decisions. Being on a committee will give you an opportunity to share in making decisions by gathering information and using that information to make decisions.

PURPOSE 4 - DEVELOP GOOD SOCIAL SKILLS

Social skills are the skills that you use to get along with others. These skills are as important to work as they are to any other activity.



Clubs help develop or improve social skills by sponsoring activities that bring people together. Members have the opportunity to meet and exchange ideas.

Clubs also sponsor activities that help develop skills you need in personal relationships.

Participating in a student club and its activities will help you understand how important good manners and cooperation are to your success at school and on the job.

What You Have Learned About **Purposes of Student Clubs**

Read the following statements. Match the purposes of a student club with its correct statement. Choose the four purposes of a club from the list below.

___ 1. Take field trip to observe and talk to people at work.

___ 2. Become involved in community projects.

___ 3. Improve your ability to communicate, express your opinions and listen to others.

___ 4. Help you understand the importance of good manners and cooperation.

a. Learn about work

b. Develop good citizenship

c. Learn about courses at school

d. Develop leadership ability

e. Develop ability to save money

f. Develop good social skills

What You Should Know About
Starting a Student Club

To start a student club you need to ask your instructor to be the club's advisor. The advisor helps organize the club and plan and direct club activities.

1.

Next your club will need to elect officers. Your advisor will choose some students to be on a Nominating Committee. This committee will pick candidates from the class to run for president, vice-president, secretary, treasurer and reporter of the club. Your advisor will discuss the duties of each officer.

2. APPOINT NOMINATING COMMITTEE

3. ELECT OFFICERS

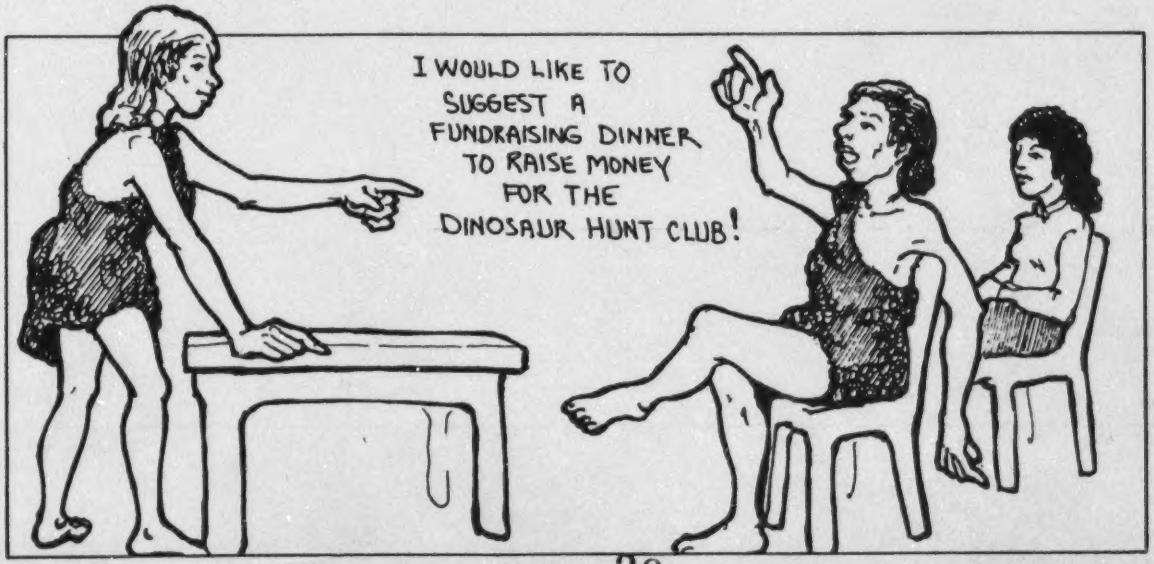
2-13

The club will have an election, and members will vote for their choice of candidates. After the election, the five officers will be the club's Executive Committee. Other committees can be set up. These committees will depend on the types of activities your club wants to do. Some suggestions are:

- Social Committee
- Civic Committee
- Public Relations Committee

Everyone should get involved by serving on a committee. The Executive Committee and advisor can appoint members to each committee. A chairperson or leader must be chosen for each committee.

The committees will meet and come up with ideas and suggestions. They will present their ideas to the club members, discuss them, then vote for or against the committees' suggestions.



Now you can get to the business of running the club. You have to decide on:

- How to finance the club. Will members pay dues, will you have money-making projects, etc.?
- Activities the club will sponsor.
- Rules and regulations for club members (by-laws).
- Scheduling - When will the club meet? When will the activities be held?

Success of your club depends on you. Each person in the club must help the club by attending meetings, serving on committees, taking part in activities and working with other members.

By doing all of these things, your club will be a successful club and you will learn to handle responsibilities.

What You Have Learned About **Starting a Student Club**

A. Here are the steps for forming a student club. Put them in the correct order by numbering the first step 1, the second step 2, etc.

____ Form Committees

____ Elect Officers

____ Select Advisor

____ Appoint Nominating Committee

____ Begin Club Business

B. Make a list of the officers a student club should have.

1. _____

2. _____

3. _____

4. _____

5. _____

Name: _____

Unit 2 Review

A. Which of the following are benefits of student clubs? Put X in front of your choices.

____ 1. Develop your social skills
____ 2. Make money for yourself
____ 3. Opportunity to travel
____ 4. Improve your feelings of self worth
____ 5. Help you find a job
____ 6. Develop and show your abilities
____ 7. A chance to participate
____ 8. Improve your relations with teachers
____ 9. Learn about things you are interested in
____10. Gives you a feeling of belonging

B. From this list select the four purposes of student clubs. Underline them.

1. Develop knowledge of sports
2. Develop appreciation for work
3. Develop understanding of banking
4. Develop social skills
5. Develop leadership
6. Develop strength
7. Develop coordination
8. Develop citizenship

C. Complete the following list of steps you would take to start a student club.

1. Select someone to be the club's A _ _ _ _ _ _ _ .
2. Appoint a N _ _ _ _ _ _ _ _ C _ _ _ _ _ _ _ _ to select people to run for club officers.
3. E _ _ _ _ your club officers.
4. Form C _ _ _ _ _ _ _ _ _ to decide what activities your club wants to participate in.
5. Work at planning, organizing and conducting club B _ _ _ _ _ _ _ .

My evaluation shows that I understand this unit and that I am ready to continue.

_____
Student Signature

The student has completed this unit to my satisfaction and is now ready to continue.

_____
Instructor Signature

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